

A.D. 2.16, Honor Guard and Bagpipe and Drum Band
Prepared for signature 2/16/00 - effective 3/15/00

1. Policy. The Connecticut Department of Correction shall have an Honor Guard and Bagpipe and Drum Band which shall represent the Department at funerals and official functions. Members of the Honor Guard and Bagpipe and Drum Band shall be exemplary in conduct and character as representatives of the Department.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Administrative Directive 3.10, Fees and Reimbursements.
3. Administrative Responsibility. Coordination and supervision of all Honor Guard and Bagpipe and Drum Band activities and functions shall be the responsibility of the Department's Chief of Field Operations. The Honor Guard Unit shall be the sole Connecticut Department of Correction Honor Guard.
4. Selection Process. The Honor Guard and Bagpipe and Drum Band shall be comprised of a maximum of 12 members each. Membership in the Honor Guard and Bagpipe and Drum Band shall be voluntary. Eligibility shall be as follows:
 - A. Honor Guard.
 1. Any uniformed member of the Department of Correction with a minimum service of three (3) years shall be eligible.
 2. Candidates must have demonstrated a devotion to duty and have maintained a "good" service rating for the previous three (3) years prior to appointment.
 3. Candidates shall meet the criteria of good physical appearance as specified in Section 6(C) of this Directive.
 - B. Bagpipe and Drum Band.
 1. Any member of the Department of Correction with a minimum service of one (1) year shall be eligible.
 2. Candidates must have demonstrated a devotion to duty and have maintained a "good" service rating.
 3. Candidates shall meet the criteria of good physical appearance as specified in Section 6(C) of this Directive.
 4. Candidates shall pass an audition to the satisfaction of the Bagpipe and Drum Coordinator.
5. Application and Decision. Each application shall be made to the Chief of Field Operations. The Chief of Field Operations shall consult with the appropriate Unit Administrator, interview candidates and shall make a recommendation concerning said candidate to the Deputy Commissioner of Field and Security Operations, who shall make a final selection of Honor Guard members.
6. Appearance and Dress. The uniform for the Connecticut Department of Correction Honor Guard and Bagpipe and Drum Band shall be limited to and consist of the following:

A. Uniforms.

1. Authorized uniform items of the Honor Guard shall be: State Police styled hat (gray with gold badge and gold color tassel); white uniformed shirt (long sleeved with gold Department badge); braided rope (gold); tailored jacket (gray with gold Department badge); gloves (white or black); trousers (gray with blue piping); shoes (black patent leather); Honor Guard pins; knit tie (blue); equipment belt (black patent leather); holster (black patent leather); single ammunition pouch (black patent leather); handcuff case (black patent leather); cross strap (black patent leather); name tag (gold); badge (gold); and trench coat (black).
2. Authorized uniform items of the Bagpipe and Drum Band shall be: kilt; uniformed shirt (white long or short sleeved with gold Department badge or blue short sleeve); braided rope (gold); shoes (black patent leather); Honor Guard pins; knit tie (blue); cross strap (black patent leather); name tag (gold); glengarry hat with hat badge; inverness cap; and pull over sweater (blue).

B. Maintenance. At the termination of their tour of service, members of the Honor Guard and Bagpipe and Drum Band shall be required to turn in all uniforms and equipment to the Chief of Field Operations. Those members who complete their tour of service shall retain the privilege of wearing the Honor Guard pin on the correctional uniform as long as they are employees of the Department.

C. Grooming. Personal grooming shall be as follows: weight shall be proportionate to height; hair shall be neatly trimmed or tucked so as not to extend below the collar or ear lobe; beards, if worn, shall not exceed one (1) inch in length and moustaches shall be neatly trimmed; and meet the general physical conditioning requirements of the appointment.

7. Retention. Each member of the Honor Guard shall be reviewed annually by the Honor Guard Commander and the Chief of Field Operations and may be recommended for a consecutive term of one (1) year.

8. Completion of Service. Members shall receive a certificate of service and an Honor Guard pin upon completion of a tour of duty. A copy of the certificate shall be placed in the employee's personnel file. A member promoted to a non-uniformed service position may complete their tour of service upon request to and approval of the Chief of Field Operations.

9. Removal from Service. Honor Guard and Bagpipe and Drum Band members may be removed from service by the Chief of Field Operations for:

- A. Failure to maintain a "good" performance evaluation level.
- B. A member enters inactive employment status (e.g., workers' compensation).
- C. A member receives a disciplinary action.
- D. Cause as determined by the Chief of Field Operations (e.g.,

failure to meet the standards of this Directive).

- No member removed from service under the provisions of this section shall retain the Honor Guard pin authorized under Section 7 above.
10. Request for Honor Guard Services. All requests for the services of the Honor Guard shall be forwarded to the Chief of Field Operations for consideration. The Chief of Field Operations shall ascertain all facts pertaining to the request and forward all information to the Honor Guard and shall make the necessary arrangements to have a detail in place as necessary.
 11. Travel. Transportation shall be provided to approved activities by the host facility. Costs for such travel shall be paid consistent with the provisions of Administrative Directive 3.10, Fees and Reimbursements.
 12. Expenses. The cost of equipment and uniforms for the use of the Honor Guard shall be the responsibility of the Security Division. Honor Guard members shall be paid as appropriate by the member's facility when participating in Honor Guard activities.
 13. Activities and Events.
 - A. Wakes and Funerals. Upon the death of an active or retired member of the Department of Correction, the Unit Head last employing the deceased shall contact the deceased's family to offer the services of the Department of Correction's Honor Guard. If the family requests the services of the Honor Guard, the Unit Head shall forward the request to the Chief of Field Operations. Any member of the Department killed in the line of duty may receive the military style, 21 gun salute. This ceremony shall be performed only at the request of the deceased's family. In those cases where the deceased was a military veteran, the Military Honor Guard shall perform this ceremony.
 - B. Department Ceremonies. The Honor Guard shall represent the Department at all official Department ceremonies.
 - C. Community Events and Ceremonies. The Honor Guard may represent the Department at official ceremonies, parades and community events as authorized by the Commissioner of Correction.
 14. Training. All Honor Guard members shall receive a minimum of 16 hours of training annually.
 15. Exceptions. Any exceptions to the procedures in this Administrative Directive require prior written approval from the Commissioner.